

ODISHA COMPUTER APPLICATION CENTRE

Tender Call Notice

Ref No : OCAC-NEGP-UIDAI-0003-2017-ENQ-23010

DATED 02.03.2023

Sealed tenders are invited from Printing firms/Press for Printing and supply of Aadhaar Enrolment and Updation Application form for OCAC. The scope of work is as detailed below. The sealed quotation should reach the undersigned on or before **24.03.2023 by 1400 hrs**. The quotations shall be opened on the same day at 1600 hrs in the presence of the representatives of the tenderers. OCAC reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Pre-Qualification Criteria

1. The bidder should be a Company registered under the Companies Act, 1956 / Partnership Act/Limited Liability Partnership Act since last 5 years.
2. The bidder should have average turnover of Rs.10 Lakhs generated from Press/printing assignments in the last 3 financial years viz. 2019-20, 2020-21 and 2021-22. Photocopies of audited balance sheet/Profit and Loss Statement/IT Return to be attached on account for last 3 years
3. The bidder must have executed one printing assignment with a minimum order value of ₹1,00,000/- or two printing assignments with order value of ₹50,000/- each or three printing assignments with order value of ₹25,000/- each for any Govt. organization during last 5 years.
4. The bidder shall submit the cost of the tender paper is **₹1120/- (inclusive of GST @ 12%)** which is to be enclosed in shape of Demand Draft in favour of “**Odisha Computer Application Centre**” payable at Bhubaneswar along with the bid. This tender paper is non-refundable.
5. The bidder shall submit an EMD in shape of Demand Draft of **₹20,000/- (Rupees Twenty Thousand only)** in favour of “Odisha Computer Application Centre” payable at Bhubaneswar. This EMD will be refunded to the unsuccessful bidders within 30 days of award of contract.
6. The bidder should submit Copy of GST Registration and PAN along with bid document.

Scope of Work

1. Re-design of Aadhaar enrolment and updation form in both English and Odia. The previous version of Aadhaar Enrolment/Updation form is attached at Annexure-I. The bidder has to redesign the form as per the latest one provided by OCAC.
2. Printing of form as per specification after getting approval on re-design of form as mentioned at point no. 1.
3. Binding and packing of forms as per specification
4. Delivery of printed forms at OCAC.
5. **The validity of the price should be for period of 2 (two years). OCAC reserves right to print more number of forms depending upon the requirement.**

Specification

Quantity for form to be printed	Initial requirement 5,00,000 forms each type (total 15,00,000)
Paper Size	A4 size
Paper Quality	70 GSM Good quality paper
Content	Front page Odia and Backside English
Color of Printing	Black and White
Binding	200 sheets to be made in a <u>pad</u> with 1 pound mill board at the bottom, fully covered with a color brown kraft paper on top
Packing	5 such pads to be made into packet fully covered on all sides with a brown color kraft paper

The bidder has to provide a sample paper with the bid

Sample form at Annexure-I

Delivery

Delivery of all the application forms to be made at OCAC, Bhubaneswar

Timeline

The printing and delivery of all the forms (including binding and packing mentioned above) should be completed within 8 weeks from the date of purchase order.

Payment Term

100% of the payment will be released after delivery of every 1,00,000 application forms at OCAC

Penalty

Any delay in completion of work beyond the stipulated date shall attract penalty of 0.5% per week or part thereof for the defaulting amount (un-supplied forms) subject to maximum of 10% of the total work order value.

Tender timeline

SL	Event	Date
1	Floating of tender	02.03.2023
2	Pre-bid meeting	13.03.2023 at 12 Noon in VC Room of OCAC
3	Last date of submission of bid	24.03.2023 by 2 PM
4	Opening of bid	24.03.2023 at 4 PM

Pre-bid meeting

- OCAC shall hold a pre-bid meeting with the prospective bidders on 09.03.2023 at 12:00 Noon at Odisha Computer Application Centre, Bhubaneswar.
- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach General Manager (Admin) only by email (gm_ocac@ocac.in) with a copy to aadhaarpmuocac@gmail.com on or before 09.03.2020, 5 PM.

Terms and conditions

1. OCAC have right to increase or decrease number of forms as per requirement.
Hence, bidder have to quote the rate for 1,00,000 forms.
2. **The price offered by the bidder should valid for at least 2 years.**
3. **OCAC may place order for more number of forms for printing beyond 15,00,000 forms during the validity period.**
4. The Tender paper along with the Terms & Conditions can be downloaded from website www.ocac.in or www.odisha.gov.in.
5. **The bidder shall submit the cost of the tender paper is ₹1120/- (non-refundable) which is to be enclosed in shape of Demand Draft in favour of “Odisha Computer Application Center” payable at Bhubaneswar along with the bid.**
6. **Earnest Money Deposit: The intending bidder shall submit a Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft in favour of “Odisha Computer Application Center” payable at Bhubaneswar along with the bid towards EMD. Tender without EMD and cost of tender paper will not be accepted. The earnest money of unsuccessful bidders shall be refunded within 15 days of the final acceptance of tenders.**

7. **The bidder should submit up to GST Registration certificate and PAN along with bid document.**
8. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax act.
9. Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, availability of materials / labour/ time factor etc.
10. The quality of Paper should match the sample submitted with tender. Quality below the prescribed one is not acceptable and in such case, the entire consignment will be rejected and supplies to be taken back by the vendor at his cost.
11. The Courts in Bhubaneswar will have exclusive jurisdiction to entertain any litigation between the parties with regard to this tender.

Format for Price Bid

SL#	DESCRIPTION	Quoted cost for 1,00,000 (one lakh form) ₹	Taxes in ₹	TOTAL IN ₹ for 1,00,000 (one lakh form)	Total cost for 15,00,000 (Fifteen lakh forms)
1	Printing of 1,00,000 no of application for Aadhaar enrolment/updation as per specification mentioned above				

Documents to be submitted along with quotation.

1. Demand Draft of ₹1120/- towards tender paper cost.
2. Demand Draft of ₹20,000/- towards EMD
3. Copy of Company registration, GST Registration, Copy of PAN
4. The bidder has to provide a sample paper with the bid
5. Documentary Proof of experience in printing assignment as stated in the prequalification criteria
6. Documentary Proof against turn over as stated in the pre-qualification criteria

Address of Submission of Bid

Odisha Computer Application Center

N-1/7-D, Acharya Vihar Square

Bhubaneswar – 751013

Phone – 0674-2567295, 2567280, 3567064

Fax – 0674-2567842

